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UNIVERSITY OF TORONTO

UNIVERSITY EXTENSION

evening classes

1953-1954

course in

**PERSONNEL
ADMINISTRATION**

MONDAY EVENINGS

AT 8 P.M., COMMENCING OCTOBER 19TH

Room 252, Mechanical Building

LIFELONG LEARNING

PERSONNEL ADMINISTRATION

SIXTEEN LECTURES

MONDAY EVENINGS

The growth of industry in Canada has led to the establishment in many organizations of a new function—Personnel Administration. This Course is designed principally for those who are engaged in activities dealing with people, either in formal personnel departments or in other activities in business or government. It will be focussed on personnel administration, its function in large and small organizations, and the formal methods of fulfilling that function.

Enrolment is limited to 50 because it is felt this is the largest number with which the lecture-discussion method may be effective. Applications will be considered on the basis of the date of application and present business position.

LECTURER: J. J. Carson, Manager,
Manpower Planning and Development,
Hydro-Electric Power Commission of Ontario.

PLACE: Room 252, Mechanical Building.

TIME: Mondays, 8 p.m., commencing October 19th

FEE: \$25.00

REGISTRATION:

By mail or in person at room 232, Simcoe Hall
(Second floor)

In order to accommodate students and enable them to enrol early, registrations will be taken—

Wednesday, September 23rd

Thursday, September 24th

Tuesday, September 29th

Wednesday, September 30th

evenings, from 7:30 to 9. P.M. in the Mechanical Building, King's College Road.

PROGRAMME

OF LECTURES

The following topics will be considered during the eight lectures before Christmas and the eight after (commencing January 4, 1954).

Introduction to Personnel Administration

Fundamental principles of human behaviour and their significance in understanding people

The learning process and its influence on Personnel Administration

Techniques of Personnel Administration, e.g. selection, placement, induction, merit rating, etc.

Training Programmes

A consideration of incentives and motivation

Personnel counselling

Case histories relating to responsibilities of supervisor, manager, and personnel administrator

The Mechanical Building is located on the east side of King's College Road, which leads north from College Street, just west of the head of McCaul Street.

*Application and fee should be sent,
before October 1st, to:*

UNIVERSITY EXTENSION

UNIVERSITY OF TORONTO
TORONTO 5

*Telephone MI. 6611,
Locals 18, 21, 22, 23.*

*Please make cheques payable to the
UNIVERSITY OF TORONTO,
at par, Toronto.*